

**U. S. DEPARTMENT OF ENERGY  
REQUEST FOR CSR ACTION AND ATAAPS ACCESS**

Requested by: \_\_\_\_\_

Phone #: \_\_\_\_\_

Employee Name **(Required)**: \_\_\_\_\_

UIC **(Required)**: \_\_\_\_\_

Social Security Number **(Required)**: \_\_\_\_\_

**SECTION 1 – ATAAPS ACCESS: EMPLOYEE/CONTRACTOR INFORMATION**

(SECTION 1 must be completed in full if requesting ATAAPS access.)

**Certifying Official Approval Required\***

Routing Symbol: \_\_\_\_\_

Type Employee: DOE Federal Employee ☐ Contractor ☐ Federal Employee of another Agency (DOD, DOT, etc...) ☐

Does the Employee have access to ATAAPS? ☐ Yes ☐ No.

If No, please provide the following:

Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contractor employees only:

Name of Employer: \_\_\_\_\_

Name of Federal Point of Contact: \_\_\_\_\_

Phone # of Federal Point of Contact: \_\_\_\_\_

Are you a U.S. Citizen?: ☐ Yes ☐ No.

**SECTION 2 - EMPLOYEE RECORD MAINTENANCE**

(to be completed when the employee's employment status has changed)

Team **(Required)**: \_\_\_\_\_

UIC **(Required)**: \_\_\_\_\_

Employee Work Schedule: Full Time: ☐ Part Time ☐ Intermittent ☐ Other (Specify): \_\_\_\_\_

Effective date: \_\_\_\_\_

Employee Status: Active: ☐ Separated: ☐

Effective date: \_\_\_\_\_

### **SECTION 3 - ADMINISTRATION FUNCTIONS**

(add or remove timekeeper and certifying official access)

#### **Timekeeper Access (Certifying Official Approval Required\*):**

☐ Add timekeeper access to the following team (s):

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☐ Remove timekeeper access to the following team (s):

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#### **Certifying Official Access (Authorizing Official Approval Required\*):**

☐ Add certifying official access to the following roster(s) (please specify Primary or Alternate Certifying Official):

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☐ Remove certifying official access to the following roster(s):

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### **Section 4 –Other**

\_\_\_\_\_  
\*Authorizing Official/Certifying Official

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date